

DYMO®

LabelWriter®

Quick Start Guide



LabelWriter®

Quick Start Guide

Follow these steps to install the LabelWriter printer and print your first label.

1. Unpacking your LabelWriter Printer

NOTE For Windows, do not plug the printer into your computer until asked to do so during the software installation.

- 1 Unpack your printer and save the packing materials.
- 2 Make sure you have all the items shown in Figure 1.

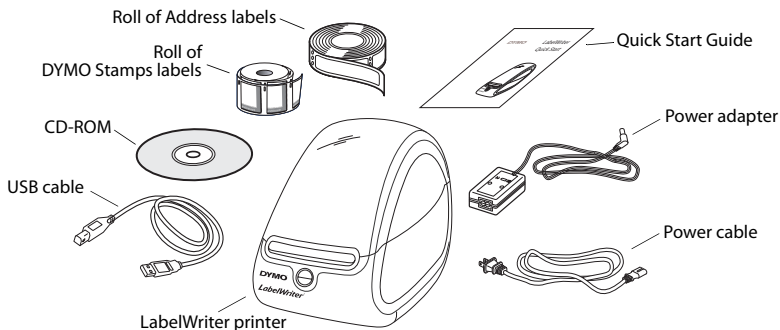


Figure 1

Become familiar with the printer's major components. See Figure 2.

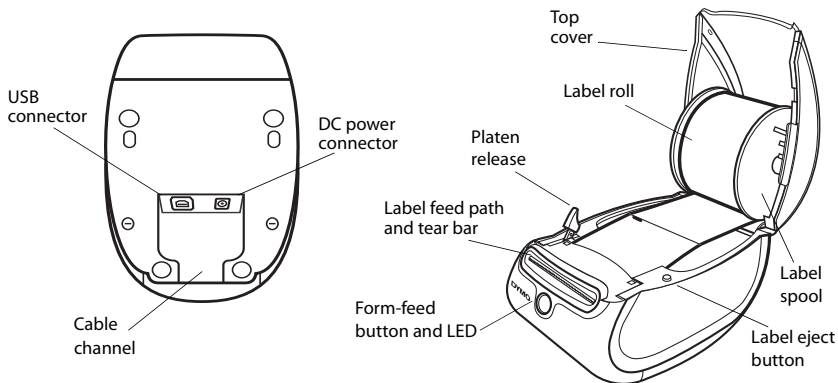


Figure 2

LabelWriter Printer Features

Your LabelWriter printer is a direct thermal printer and does not use toner, ink cartridges, or a ribbon. Instead, it uses heat from a thermal print head to print on specially treated labels. Labels are the only supplies you will ever need to buy.

The form-feed button on the front of the printer advances a single label. The label eject button is used to remove labels from the printer when changing rolls.

The LED status light allows you to visually determine the current state of the printer:

- Solid blue - power is on and the printer is ready.
- Flashing blue - labels are not loaded properly or label spool is empty.

2. Installing the Software

To install the software on a Windows system

NOTE *Do not connect the printer to your computer until instructed to do so during the software installation.*

- 1 Insert the LabelWriter CD into your CD-ROM drive. After a few seconds, the installation screen appears.

If the installation screen does not appear:

- a. Click **Start**, then **Run** on the Windows taskbar. The Run dialog box appears.
 - b. Enter **D:\install.exe** (where D is the letter assigned to the CD-ROM drive) and click **OK**.
- 2 Select the language version you wish to install and follow the instructions.

To install the software on a Mac OS system

- 1 Insert the DYMO LabelWriter CD into the CD-ROM drive.

After a few seconds, the DYMO Label Software Installer icon appears. See Figure 3.

- 2 Double-click the Installer icon and follow the instructions.
- 3 When the Printer Setup Utility opens, add this printer as follows:
 - a. Click **Add**.
 - b. Select the **LabelWriter 400 Turbo** printer from the list.
 - c. Click **Add**.



DYMO Label
Software Installer

Figure 3

3. Connecting your LabelWriter Printer

For Windows, do not connect the printer to your computer until instructed to do so during the software installation.

To connect the power

- 1 Plug the power cord into the power adapter. See Figure 4.
- 2 Plug the power adapter into the power connector on the bottom of the printer. See Figure 5.
- 3 Plug the other end of the power cord into a power outlet.
- 4 Plug the USB cable into the USB port on the bottom of the printer. See Figure 5.
- 5 Insert the power and USB cables through the cable channel and set the printer down.

NOTE *DO NOT CONNECT the other end of the USB cable to your computer until asked to do so during the software installation.*

- 6 Connect the printer to your computer as follows:
 - **Windows:** Plug the USB cable into a USB port **ONLY** when prompted during the software installation.
 - **Mac OS X:** Plug the USB cable into a USB port on your computer prior to installing the software.

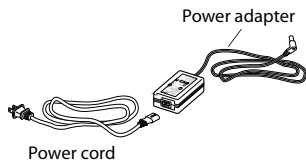


Figure 4

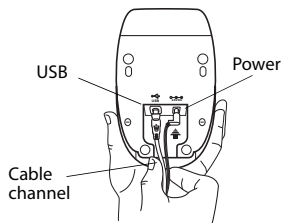


Figure 5

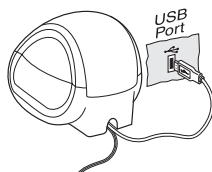


Figure 6

4. Loading Labels

To load a label roll

- 1 Press the form-feed button to eject the labels that protected the printer during shipment.
- 2 Open the top cover and remove any packing material inside the label compartment.
- 3 Remove the label spool from inside the cover.
- 4 Hold the spool spindle in your left hand and place the label roll on the spindle so that the labels feed from underneath and the left edge of the label roll is flush against the side of the spool. See Figure 7.
- 5 Place the spool guide onto the right side of the spool and press the guide tightly against the label roll, **leaving no gap** between the roll and the spool. See Figure 7.

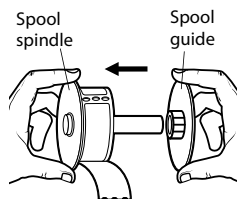


Figure 7

NOTE *The label roll must fit snugly against both sides of the label spool, with no gaps, to avoid drifting as the labels feed through the printer.*

- 6 Align the left edge of the label with the left edge of the label feed slot and insert the label into the slot. See Figure 8.

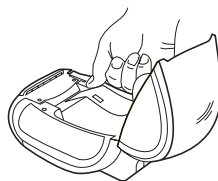


Figure 8


The printer feeds the labels, stopping at the beginning of the first label. If the printer does not feed the labels, make sure the first label is fully inserted and then press the form-feed button.

- 7 Close the top cover.

You are now ready to print your first label.

5. Printing your First Label

To print your first label

- 1 Start DYMO Label Software by doing one of the following:
 - For Windows, click **Start**, then **Programs>DYMO Label>DYMO Label**.
 - For Macintosh, double-click  in the DYMO Label folder.

The first time you open the application, you are asked to register the software. Registering the software ensures that you will be informed of any software updates. You are also asked to enter your default return address.


- 2 At the main window, click once on the label and type some text.
- 3 Choose a font and a justification setting from the Formatting toolbar.
- 4 Click  to print the label.

Figure 9 highlights some of the major features available in DYMO Label Software.

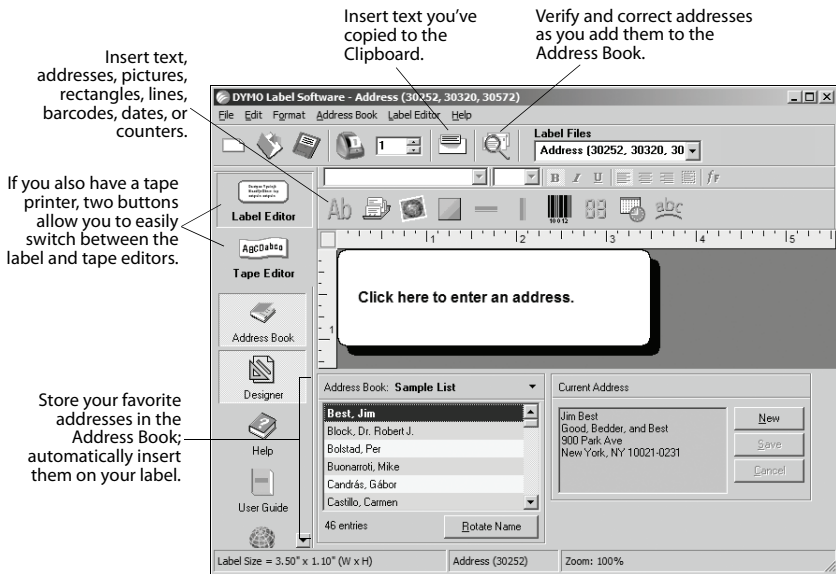


Figure 9

For complete details on using the software, refer to the *DYMO Label Software User Guide*, located on the DYMO Label Software CD-ROM, and the online Help.

Printing Postage with DYMO Stamps™



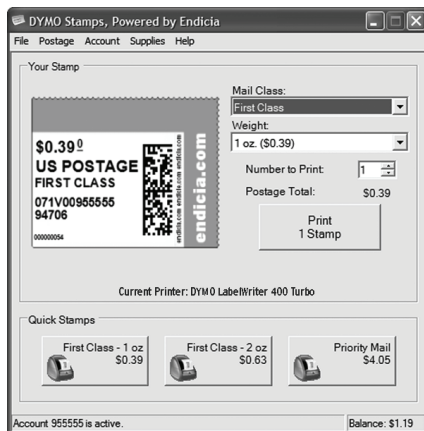
You can now print postage right from your desktop using your LabelWriter 400 Turbo label printer. All you need is the DYMO Stamps™ software, your LabelWriter printer, DYMO Stamps labels, and an Internet connection.

To activate your account

- 1 Sign up for your USPS account with Endicia. Go to:
www.endicia.com/dymostamps
- 2 Download and install the DYMO Stamps software.
- 3 Add your account information and buy postage.
- 4 Load DYMO Stamps labels.
- 5 Start printing postage immediately.

NOTE *You must have DYMO Label Software and your LabelWriter printer installed before installing the DYMO Stamps software.*

You can add postage, buy DYMO Stamps postage labels, and order supplies directly from within the DYMO Stamps software.



Ordering Labels

Labels for your LabelWriter printer are available in a wide variety of sizes and styles. You can purchase labels from your local computer and office supply retailer or directly from DYMO Corporation. Visit **www.dymo.com** or call 1.800.426.7827 in the U.S. DYMO Stamps labels can be purchased through the Supplies menu in the DYMO Stamps software.

For More Information About Using the Software

Refer to the *DYMO Label Software User Guide* located on the LabelWriter CD-ROM. You can also refer to the online Help.

Troubleshooting or Customer Service

Visit **www.dymo.com** or call 203.588.2500 between 9 a.m. and 8 p.m. Eastern time.



© 2006 DYMO

A Division of Newell Rubbermaid

DYMO bvba
Industriepark-Noord 30
9100 Sint-Niklaas
Belgium

DYMO Corporation
44 Commerce Road
Stamford, CT 06902-4561
United States

DYMO Purchase Registration
Sanford Australia
1-11 Keysborough Avenue
Keysborough, Victoria 3130
Australia

www.dymo.com